



Applying for Civilian Jobs at DIA



YOU MUST APPLY **ON-LINE FOR DIA CIVILIAN JOBS**

- **For best results, use Internet Explorer to prepare your application.**



The application package you build online will contain:

- **Your résumé - built on-line**
- **Your responses to the Mandatory and Highly-desired Assessment Factors**
- **Any required attachments**



RULES FOR ALL TO FOLLOW WHEN WORKING IN DIA's EMPLOYMENT SITES

1. Use TAB – rather than ENTER, to move from one field to another.
2. DO NOT use the “BACK” button/arrow.



Instead, use the links on the page to move to a previous screen.

3. Save your work often – **The system times-out if you have not moved from one field to another for a period of 30 minutes.**



For ALL Applicants Applying on the Internet



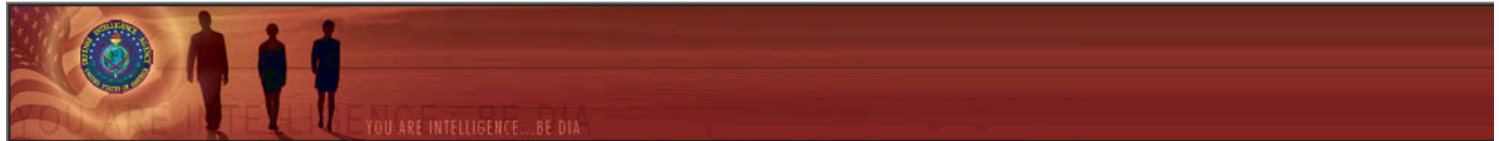
DEFENSE INTELLIGENCE AGENCY
COMMITTED TO EXCELLENCE IN DEFENSE OF THE NATION

**Using
Microsoft
Internet
Explorer, go
to
www.dia.mil
. Click
Vacancies
and
Employment
Information.**

THIS IS DIA	HISTORY	EMPLOYMENT	CONTRACTING	PUBLIC AFFAIRS	COLLEGE	JUST FOR KIDS
SEARCH DIA SITE SEARCH	REQUIREMENTS & RESEARCH Click here to view the Terrorist Recognition Cards For DIA's Latest Hiring Events CLICK HERE Office of the Director of National Intelligence 100 Day Plan U.S. DEPARTMENT OF DEFENSE WEBSITE	VACANCIES & EMPLOYMENT INFORMATION RECRUITING EVENTS EMPLOYMENT CRITERIA PREEMPLOYMENT FORMS BENEFITS JOB LOCATIONS WORKFORCE DIVERSITY DIA HOUSING ASSISTANCE MILITARY PROFESSIONALS	CONTRACTING ACQUISITION EXECUTIVE CONTRACTING WITH DIA SMALL BUSINESS PROGRAM OFFICE (SBPO) COMPETITION ADVOCATE COMMUNITY RESOURCES IT ACQUISITION REQUIREMENTS & RESEARCH BUSINESS GUIDES INFORMATION ASSURANCE	PUBLIC AFFAIRS CONTACTING PUBLIC AFFAIRS PRESS RELEASES & PUBLIC STATEMENTS TESTIMONIES & SPEECHES FAQ FOIA ARCHIVE	COLLEGE PRESIDENTS WELCOME ABOUT NDIC ACADEMICS ADMISSIONS ALUMNI FAQ NEWCOMERS PUBLICATIONS ADMINISTRATION	REFERENCES CONTACT INFORMATION ACCESSIBILITY PRIVACY & SECURITY NO FEAR ACT FREEDOM OF INFO ACT LINKS SITEMAP IMAGES & VIDEO TERRORIST RECOGNITION CARDS IMAGE LIBRARY MILITARY ART COLLECTION DIA VIDEO DIA SEAL SYMBOLISM PUBLICATIONS DIA 2007 CALENDAR IN DEFENSE OF THE NATION WORKFORCE OF THE FUTURE STRATEGIC PLAN IT STRATEGIC PLAN DIA AT A GLANCE



For ALL Applicants Applying on the Internet



Visit the various links on this page to learn more about employment at DIA.

When you're ready to move on - click the BIG BLUE BUTTON

Defense Intelligence Agency

Committed to Excellence in Defense of the Nation

HR and eZHR Forms (JWICS), On-line Job Applications (JWICS Only) will be unavailable, Thursday 7 June 2007 from 2000-2400hrs, Eastern Time.

me to DIA's Employment Headquarters. As a member of the United States Intelligence Community, the Defense Intelligence Agency is a Department of defense combat support agency. With over 7500 military and civilian employees worldwide, DIA is a major producer and manager of foreign military intelligence. We provide military intelligence to warfighters, defense policymakers and force planners in the Department of Defense and the Intelligence Community, in support of U.S. military planning and operations and weapon systems acquisition. [Click here](#) to read our Privacy & Security Statement.

must use Internet Explorer to access this site. If you are using another web browser, exit that browser and enter Internet Explorer before beginning the application process.

View Vacancy Announcements & Apply for DIA Jobs

[FAQ's](#)
[System Requirements](#)

**eZHR will be down for routine maintenance the first Monday of every month between the hours of 2000-2400.
eZHR will be down for backups every Thursday evening between the hours of 1800-2000.*





For ALL Applicants Applying on the Internet

You will be asked if you are a current DIA civilian employee.

Disclaimer

This online application tool resides on a classified network. You must ensure that any application information you provide here is classified no higher than SECRET/NOFORN. You are responsible for applying correct classification markings, including appropriate derivation and declassification guidance. You are also responsible for applying any appropriate security markings (e.g., paragraph markings) within the document.

Are you a current DIA civilian employee?

Yes

No

If you **ARE** a DIA civilian employee, in order to apply through www.dia.mil, you'll need to click "NO" to proceed.



For ALL Applicants Applying on the Internet

The first time you visit our site, you'll need to create an account with your e-mail address and a password of your choice.



DIA Applicant Log-in Page

Welcome to your DIA Applicant Log-in page!

On this page, you may explore employment opportunities at DIA – and – if you'd like to apply, log-in to our system to prepare and submit your application.



[Take a look at our job postings and hiring events, then apply for jobs!](#)

- You will be able to save applications as drafts - We will maintain a history of all of your submitted applications



[Register with our Job Alerts agent to receive new DIA vacancy announcements](#)

You will tell us the types of jobs that interest you and we will send e-mail alerts to you when those types of jobs are advertised. The job alert criteria that you identify will remain active for 12 months from the last day you modified it.



[Create an Account](#)

Click here to create an account.

Returning applicant please sign in below.

Email Address:

Password:

[I Forgot My Password](#)

[Sign On](#)

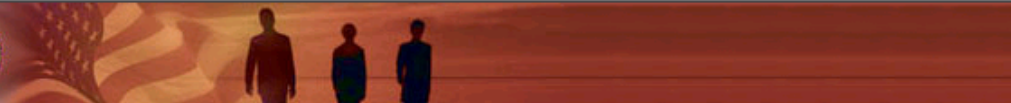
[Contact Us](#)



For ALL Applicants Applying on the Internet

Enter your e-mail address and password here.

Click "Register"



Apply for Job

Identification

Since this is your first registration, you will need to register with an e-mail address and password. Use the e-mail address that you use on THIS (classified) network.

The e-mail address may be used to contact you regarding your application. Enter your chosen e-mail address and then your password. You should select a password that you can easily remember but is not obvious to others. The password you enter should be no fewer than 6 characters and no more than 12 characters long. It must contain at least one letter and at least one number. When you have entered your chosen e-mail address and password, click Register. If you have come to this page by mistake, please click Return to Sign On.

Email Address:

Password:

Confirm Password:

[Return to Sign On](#)

* Required Field

[DIA Applicant Home](#)



For ALL Applicants Applying on the Internet

Click here to start your search for vacancy announcements and information about other recruiting activities.



DIA Applicant Home

Welcome to your DIA Applicant Home Page! Click the links, below, to explore employment opportunities at the Defense Intelligence Agency.



[Take a look at our job postings and hiring events, then apply for jobs!](#)

- You will be able to save applications as drafts - We will maintain a history of all of your submitted applications



[Register with our Job Alerts agent to receive new DIA vacancy announcements](#)

You will tell us the types of jobs that interest you and we will send e-mail alerts to you when those types of jobs are advertised. The job alert criteria that you identify will remain active for 12 months from the last day you modified it.



[View My Job Basket](#)

Click here to view the vacancy announcements that are in your Job Basket - and apply for those that interest you.



[Change password](#)

Change your password used to sign in as an applicant.



For ALL Applicants Applying on the Internet

Vacancy Announcement Search

View Vacancy Announcements

On this page, you can search for advertised jobs using custom search criteria. You can check multiple job categories and locations. To display all available jobs, simply leave all boxes unchecked. To view vacancies at one of the US Combatant Commands, you must leave the location field blank. After you make your selections, click the SEARCH button at the bottom of the page.

Click each job category link to learn more about the duties of jobs in each group.

ADVISORY NOTE: All positions in the Defense Intelligence Agency are in the excepted service and covered by the Defense Civilian Intelligence Personnel System (DCIPS), a pay-banded, pay-for-performance system.

NOTE: Check in the boxes under Job Basket to save those jobs that you would like to explore further. If you are unable to add a job to your job basket (e.g., executive positions), read the vacancy announcement for specific job application procedures. NOTE: Not all announcements have a specified salary range - searching by "minimum salary" may not display all open announcements.

Job Categories (check all that apply)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Facilities and Logistics | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Executive Positions |
| <input type="checkbox"/> Special Programs | <input type="checkbox"/> Rotational Assignments | <input type="checkbox"/> Administrative | <input type="checkbox"/> Collection |
| <input type="checkbox"/> Human Capital | <input type="checkbox"/> Analysis | <input type="checkbox"/> Acquisition | <input type="checkbox"/> Security |
| <input type="checkbox"/> Legal Services | <input type="checkbox"/> Education | <input type="checkbox"/> Intelligence Operations | <input type="checkbox"/> Technicians |
| <input type="checkbox"/> Communications and Media | <input type="checkbox"/> Health Services | <input type="checkbox"/> Oversight and Compliance | <input type="checkbox"/> Science and Technology |
| <input type="checkbox"/> Counterintelligence | <input type="checkbox"/> Jobs Relocating Under BRAC | | |

Hiring Event(s)

- ☐ [Hiring Event\(s\)](#)

Click here to review and pre-register for DIA's hiring events

Location(s)

Location:

On this page, you can specify parameters which will narrow your search - by occupational group, by location,



For ALL Applicants Applying on the Internet

..... by keyword, by Vacancy Announcement, salary or grade/pay band. BE CAREFUL - don't make your search so specific that you miss some jobs!

When you are ready to shop, click "Search".....

Home | Worklist | Add to Favorites | Training O

Keyword(s)

Keyword:
e.g. logistics, administration, intelligence, etc.

Additional Criteria

Vacancy Announcement Number:

Minimum Salary: Pay Grade: From To

TIP: to view ALL announcements, leave this form blank and click "SEARCH."



For ALL Applicants Applying on the Internet

Click here to see the vacancy announcement.

Click here to put this job in your Job Basket - from there, you'll prepare your application.

Reset Search Criteria

<u>Closing Date</u>	<u>Pay Plan/ Series/Grade</u>	<u>Location</u>	<u>Vacancy Announcement</u>	
San Jose Civilian Event	06/18/2007	GG-0132-07/15	WASHINGTON, D.C.	E07-017694-04-DSL Mandatory Factors <input type="checkbox"/>
Dayton Ohio Hiring Event	06/26/2007	GG-0132-07/15	WASHINGTON, D.C.	E07-017907-01-DSL Mandatory Factors <input type="checkbox"/>
Intelligence Officer (General Analysis)	06/27/2007	GG-0132-12/13	RESTON, VIRGINIA	R07-017913-01-LD Mandatory Factors <input checked="" type="checkbox"/>
Intelligence Officer (General Analysis)	06/26/2007	GG-0132-10/13	WASHINGTON, D.C.	R07-017885-01-LD Mandatory Factors <input type="checkbox"/>
Intelligence Officer (Collection Assessment)	06/25/2007	GG-0132-13	ARLINGTON, VIRGINIA	P07-017874-01-AYB Mandatory Factors <input type="checkbox"/>
Intelligence Officer (Collection Assessment)	06/25/2007	GG-0132-13	ARLINGTON, VIRGINIA	P07-017872-01-AYB Mandatory Factors <input type="checkbox"/>

When you have made your selections, click here to view the contents of your Job Basket.

Click here to see the assessment factors for the job.

[View Contents of Job Basket/Apply for Jobs](#)



For ALL Applicants Applying on the Internet

This is your Job Basket - for each vacancy announcement, you can choose to start your application, delete the job from the basket, or leave the job there to start another time.

[View Job Postings](#)

Job Basket

Here is the list of the jobs you have currently selected in your job basket. Click Apply to begin

<u>Position Title</u>	<u>Closing Date</u>	<u>Pay Plan/ Series/Grade</u>	<u>Location</u>	<u>Vacancy Announcement</u>		
Intelligence Officer (General Analysis)	06/27/2007	GG-0132-12/13	RESTON, VIRGINIA	R07-017913-01-LD	Delete	Apply
Senior Intelligence Officer (Collection Requirements)	06/19/2007	GG-0132-14	WASHINGTON, D.C.	P07-017752-01-AYB	Delete	Apply
Staff Officer	06/22/2007	GG-0301-12	LANDOVER, MARYLAND	A07-017678-01-VNM	Delete	Apply
Executive Liaison Officer (DoD)	06/14/2007	GG-0301-13	ARLINGTON, VIRGINIA	A07-017565-02-CW	Delete	Apply
Vice Deputy, Chief Financial Executive for Financial Management (Comptroller)	06/07/2007	GG-0501-15	ARLINGTON, VIRGINIA	F07-017072-02-CG	Delete	Apply



For ALL Applicants Applying on the Internet

Start your application here!

The application process will involve your putting information into each of 15 sections (bubbles). The information that you enter will be merged to create your application package.



Apply for Job



My Online Job Application

This is where you will complete your online application for a specific vacancy announcement.

Use the NEXT and PREVIOUS buttons at the bottom of each page to navigate. Do NOT use your browser BACK button.

This system will time-out after 30 minutes of inactivity (no movement between fields in the application). We strongly encourage you to frequently "Save as Draft" throughout the application process to avoid data loss.

Personal Accountability Statement

Contact Us

Next



For ALL Applicants Applying on the Internet

Save Draft and Exit

Save Draft and Continue

Contact Us

Previous

Next

1.

2.

3.

4.

5.



For ALL Applicants Applying on the Internet

You'll work through each of the bubbles – building your application package as you go.

This page is crucial - we must be able to contact you!



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Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Vacancy Announcement Number: P09-026658-01-MCD

Intelligence Officer (Policy)

IA-0132-B04

Contact Details

Enter your name, address, telephone number and e-mail address, so we may contact you.

Name	
Prefix:	<input type="text"/>
*First:	<input type="text" value="Judy"/>
Middle Initial:	<input type="text"/>
*Last:	<input type="text" value="Henderson"/>
Suffix:	<input type="text"/>
Name:	Gerhard,Susan

Address	
Address 1:	<input type="text" value="line 1"/>
Address 2:	<input type="text" value="line 2"/>
Address 3:	<input type="text" value="line 3"/>
Address 4:	<input type="text" value="line 4"/>
City:	<input type="text" value="my town"/>
State:	<input type="text" value="VA"/> <input type="text" value="Virginia"/>
Postal:	<input type="text" value="78999"/>



For ALL Applicants Applying on the Internet



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Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Your provision of self-identification information is optional.

The information from this page will NOT be sent to selecting officials.

Vacancy Announcement Number: P07-017874-01-AYB

Intelligence Officer (Collection Assessment)

Self Identification Details

Disclosure of this information is optional. DIA uses this information for statistical purposes only.

Diversity Information

Gender:

☐ Male

☐ Female

[Ethnicity:](#)

☐ Hispanic

☒ Not Hispanic or Latino

[Race:](#)

You may select more than one value

- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian/Oth Pac Island
- ☐ White

Disability

You may choose one of the hyperlinks below (if applicable) to update your record, or select the appropriate value from the drop down table that describes your disability. After choosing a Primary disability you may also choose a secondary disability if you so desire.

[I do not have a disability](#)

[I do not wish to identify my disability status](#)

[Primary Disability:](#)

05

No Handicap



For ALL Applicants Applying on the Internet

On this page you'll identify your citizenship and federal government work experience.

Apply for Job



Vacancy Announcement Number: PO8-019957-01-RBU

Intelligence Officer (Collection Planning)

Citizenship/Federal Government Employment

Identify your citizenship status and any service with the Peace Corps

*Are you a U.S. Citizen, by birth or naturalized?

☐ Yes ☐ No

*Are you also a citizen of another country and currently in possession of a passport from that country? Dual citizenship may be a significant factor in determining eligibility for employment with the DIA.

☐ Yes ☐ No

*In the past 4 years, have you been a Peace Corps volunteer, staff member, or administrative employee?

☐ Yes ☐ No

If you have not worked for the Federal Government before, you may skip the following section. Click the "next" button to proceed with your application.

Federal civilian employee?

☐ Previous Federal Employee

☐ Previous Civilian Employee of DIA

☐ Current Federal Employee

☐ Current Civilian Employee of DIA

Veterans Information

Veterans Preference:

None

Reserve Category:

Not Applicable

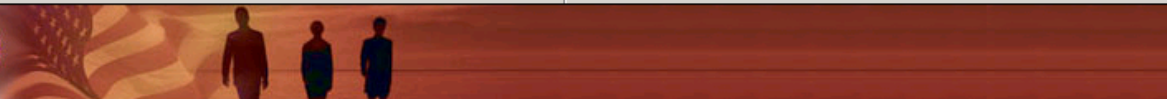
Uniformed Service:

Military Grade:

Military Separation Status:



For ALL Applicants Applying on the Internet



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Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Click here to
add your
work
experience.

Vacancy Announcement Number: P07-017874-01-AYB

Intelligence Officer (Collection Assessment)

Current and Prior Employment

This page shows a summary of your employment history. To add employment information to the summary, click the Add button below. Enter your job experience, starting with your most recent job. We suggest entering information for EACH of the jobs you've held even if you've held several different types of positions while working for the same employer.

When entering your duties, use complete sentences only. DO NOT use bullets to describe each duty as the finished resume shows work experience in paragraph format and you must use sentences for it to view accurately.

Start Date	End Date	Employer	Ending Job Title
------------	----------	----------	------------------

Add Work Experience

IMPORTANT: In order to edit any work experience shown in the list above, you MUST click the "Edit" button on the right of your screen.

Save Draft and Exit

Save Draft and Continue

Contact Us

Previous

Next



For ALL Applicants Applying on the Internet

Enter each of your instances of work experience on a separate page. Click "OK" at the end of each entry.

You'll be taken back to the main Work Experience Detail page - where you will click



Work Experience Detail

*Start/End Date: 09/07/1973 to 06/09/2003 ☐ Present
Employer: Bethel Exempted Schools
City: Bethel State: OH Country: USA United States

Supervisor Name: George Hale
Supervisor Phone: 456-887-9696 Permission to Contact: Yes

Ending Job Title: Senior English Teacher
Hours Per Week: 50 or Days Per Month:
Ending Pay Rate: 75000 Pay Frequency: Month

Job Duties: Served as English teacher for middle school students.....

Required Field

OK



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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Judy Henderson

Vacancy Announcement Number: P07-017874-01-AYB

Intelligence Officer (Collection Assessment)

Education

Use this page to document your education. To add a listing, click the ADD button. To change the information for a listing, click the EDIT button next to the field for that listing. To delete a listing, click the DELETE button.

Highest Education Level: A-Not Indicated

College/University Education

Degree	Major	Year Acquired
--------	-------	---------------

Add

Have you participated in the National Security Education Program? ☐ Yes ☒ No

Have you participated in the Pat Roberts Intelligence Scholar Program? ☐ Yes ☒ No

* Required Field

Save as Draft

Contact Us

Previous

Next

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Apply for Job

College/University Education Details

The search function for Degree, Major, and School is not case sensitive. You may enter letters in upper or lower case to retrieve a match. If your search does not find the data you are looking for, clear the search boxes, and click the Lookup button for a complete list of items. Partial (or filtered) text searches are recommended due to eZHR is only able to display 300 table values at a time.

- To locate a Degree, look at the resulting list when you press the magnifying glass.
- To locate your Major, use the magnifying glass and enter in the first few letters of the Major and press Lookup. For example, enter "Poli" to receive a list of majors which begin with "poli" such as political science and government.
- To locate your school, use the magnifying glass. Enter the two digit state abbreviation in the state field and select lookup to see a list of all schools in that state. To further define your search, enter the first few letters of the school name in the Description field.

Degree:

Major:

School:

Country:

☐ Graduated

☐ Graduation Projected

Year Acquired:

Projected Graduation Date:

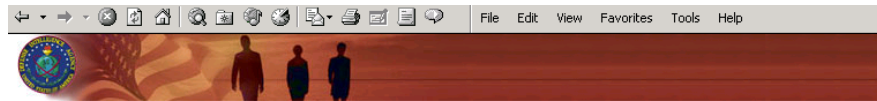
Overall GPA:

Use the magnifying glasses to look-up your degree, major, etc.

Follow a similar process to document your college/university degrees.....



For ALL Applicants Applying on the Internet



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Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Vacancy Announcement Number: P07-017874-01-AYB

Intelligence Officer (Collection Assessment)

Training

Use this page to document any training that is relevant to the position for which you are applying. To add additional training, click the Add button. Use the Edit and Delete buttons to adjust your listed training.

Do not list courses which are listed on a submitted college transcript.

Course Title	School Name
--------------	-------------

Add

Save Draft and Exit

Save Draft and Continue

Contact Us

Previous

Next

...and again to document your non-college-university education/training



Apply for Job

Training Details

Course Title:

School Name:

Course Start Date:



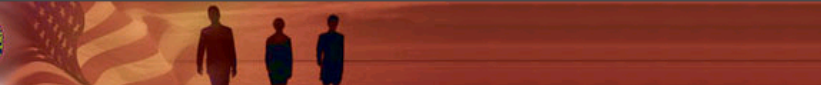
(example: 12/31/2000)

OK



For ALL Applicants Applying on the Internet

Tell us about your honors and awards on these pages



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Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Judy Henderson

Vacancy Announcement Number: P07-017874-01-AYB

Intelligence Officer (Collection Assessment)

GG-0132-13

Honors and Awards

Use this page to document any honors or awards that are relevant to the position for which you are applying.

To add additional honors/awards, click the Add Award button. To delete a listing, click the Delete button.

Honor or Award	Date Received	Grantor
----------------	---------------	---------

Add Award



Apply for Job

Honor or Award Details

In this section, list your honors and awards. The official honors and awards you have received while employed at DIA are recorded by the HR Office and are displayed under the VIEW HONORS AND AWARDS menu. ALL of your official DIA honors/awards will display in every job application package you submit.

- In this section, list only honors or awards you received PRIOR to any employment with DIA.
- List only professional honors and awards.
- List honors and awards you have already received and are not anticipating receiving.
- You may list honors and awards received from the public or the private sector.
- Honors and awards should be entered using "mixed case", not all capital letters or lower case, e.g. President's Achievement Award.
- If your honor or award is not currently in the list, select the value of Not Listed and write in the name of your honor or award.

*Honor or Award:

☐ Time Off Award

☐ Monetary Award

Issue Date:

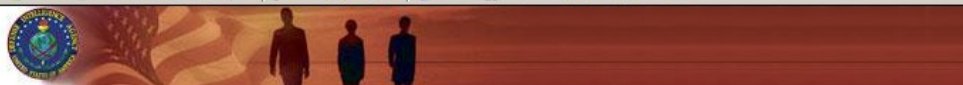
(example: 12/31/2000)

Grantor:

(Optional) In the block below, describe the reason you received this honor or award. You are limited to 254 characters.



For ALL Applicants Applying on the Internet



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Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Vacancy Announcement Number: R09-026667-01-LMB

Intelligence Officer (Liaison)

IA-0132-B05

Licenses and Certificates

Listed below are your licenses and certificates. If none display, click the Add a License/Certification button to add items. If you have successfully met the requirements and received Joint Duty Certification, you should identify this certification here.

License or Certificate	Issue Date	Expiration Date
------------------------	------------	-----------------

Add a License/Certification

Save Draft and Exit

Save Draft and Continue

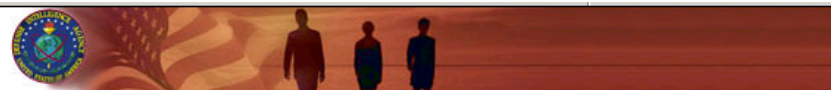
Contact Us

Previous

Next

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List your licenses and certificates here



Apply for Job

License/Certificate Detail

In this section, you may list your licenses and certificates that are relevant to the job for which you are applying.

- List only professional licenses and certificates.
- List only licenses and certificates you have already received and not those you anticipate receiving.
- You may list licenses and certificates received from either the public or the private sector.
- The titles of your licenses and certificates should be entered using "mixed case," not all upper case or lower case, e.g. Certified Public Accountant.
- If your license or certificate is not currently on the list, select "not listed" and write-in the name of your license or certificate.

*License or Certificate:

Issue Date:

 (example: 12/31/2000)

Expiration Date:

 (example: 12/31/2000)

License/Certification Number:

Issued By:

Country:

 USA

State / Province:

OK

* Required Field



For ALL Applicants Applying on the Internet

and record your language skills here

.....



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Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Judy Henderson

Vacancy Announcement Number: P07-017874-01-AYB

Intelligence Officer (Collection Assessment)

Self-Assessed Languages

Use this page to list and self-certify your foreign languages fluency. If you have foreign language skills, but have not taken a Department of Defense approved test (i.e., DLPT, DLRPT, or OPI), you may self-certify your language capability here. Or, if you have taken a Department of Defense approved test, but did not meet the criteria for Foreign Language Proficiency Pay, you may self-certify your languages here.

Language	Listening Proficiency	Reading Proficiency	Speaking Proficiency
----------	-----------------------	---------------------	----------------------

Add a Language

Have you taken a Defense Language Aptitude Battery Test (DLAB)?

☐ Yes ☒ No



Apply for Job

Language Details

*Language:

*If you have taken a language test, please

indicate which test. Otherwise, select "None": [Help](#)

*How was your language acquired

*Are you able to translate this language into English?

[Help](#)

*Are you able to interpret this language into English?

[Help](#)

* Required

OK



For ALL Applicants Applying on the Internet

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Apply for Job



Vacancy Announcement Number: R09-026667-01-LMB

Intelligence Officer (Liaison)

IA-0132-B05

Mandatory Position-Related Assessment Factors

[View the Vacancy Announcement Text](#)

[Click here to view sample a Position-Related Assessment Factor](#)

When completing the online application, you will be required to provide a narrative addressing each mandatory position-related assessment factor. These factors describe capabilities which directly relate to the position being advertised and successful job performance. Before starting to write a narrative, you should refer back to the job duties described under "Position Summary" and "Additional Position Information" (review this information by selecting the View the Text link above).

When addressing each factor, you MUST document your experience and accomplishments as they relate to the duties identified in the position description so it is evident that you possess the necessary qualifications to successfully perform the duties described in this announcement. Not providing a narrative addressing these duties, not fully addressing each of the assessment factors, or simply referencing information contained in your online application is considered insufficient for further consideration for the position. While most responses to individual factors do not exceed the equivalent of three (3) typed pages, your written response to each factor may not exceed the equivalent of three (3) typed pages.

This system will time-out after 30 minutes of inactivity. We encourage you to frequently "Save as Draft" throughout the application process.

1. Establishes working relationships with senior leaders within and across other agencies and private organizations in order to advance corporate and community goals



**Spell
check!**

Each position-related assessment factor has a separate answer field.

We recommend that you prepare your assessment factor responses in MS Word - or another word-processing program - then paste them here.

You CANNOT submit your application until you respond to each mandatory factor.



For ALL Applicants Applying on the Internet



Apply for Job



Vacancy Announcement Number: R09-026667-01-LMB

Intelligence Officer (Liaison)

Highly Desired Assessment Factors

[View the Vacancy Announcement Text](#)

You will be assessed against the following highly desired assessment factors, which are used to identify the best qualified applicant in cases where several applicants appear to be comparatively qualified based upon narratives submitted addressing the mandatory assessment factors.

For each of the listed factors, you have the option to provide a narrative which describes the experience, education and accomplishments which have provided you the specific knowledge, skills and abilities described below. Before writing your narratives, you should refer back to the job duties described in the vacancy announcement under "Position Information" and "Additional Position Information." While most responses to individual factors do not exceed the equivalent of one typed page, we recommend your written response to each factor may not exceed the equivalent of three (3) typed pages.

It is recommended you create your narratives in another document (e.g. MS Word) then copy and paste your responses into your application. You must provide appropriate classification markings for each paragraph, if applicable.

This system will time-out after 30 minutes of inactivity (no movement between fields in the application). We strongly encourage you to frequently "Save as Draft" throughout the application process to avoid data loss.

1. Understanding of the organization, roles, and missions of the U.S. Pacific Command; USFK, including USFK's unique Command relationships within the Korean AOR; and the Joint Intelligence Operations Centers (JIOCs)

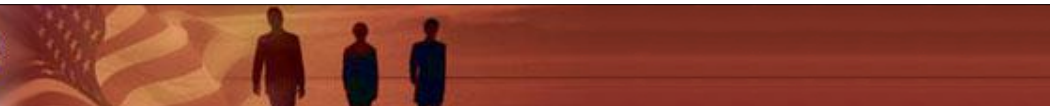
Each highly desired assessment factor has a separate answer field.

We recommend that you prepare your assessment factor responses in MS Word - or another word-processing program - then paste them here.

Responses to highly desired factors are NOT required.



For ALL Applicants Applying on the Internet



UNCLASSIFIED

Apply for Job



Vacancy Announcement Number: R09-024740-01-LD

Intelligence Officer (Liaison)

IA-0132-B04/B05

Application Attachments

From the information you entered on this application, we have determined the following attachments are necessary. If the required attachments are not provided electronically with your application, DIA will require a copy of them in the future.

To ensure your file is successfully submitted electronically, each attached file should not exceed 2 MB in size.

FACULTY AND ACADEMIC APPLICANTS ONLY: If your attachment exceeds the 2 MB limit, please attach your document(s) using multiple attachment types in smaller file sizes. Only when necessary, you may call the Point of Contact on the Vacancy Announcement to make arrangements to submit your attachment(s) larger than 2MB.

Attachments

Type of Attachment

Attached File

Your School Transcript(s)

Add Attachment

Save Draft and Exit

Save Draft and Continue

Contact Us

Previous

Next

IF you have listed college education, you will be asked to attach a copy of your transcript(s).

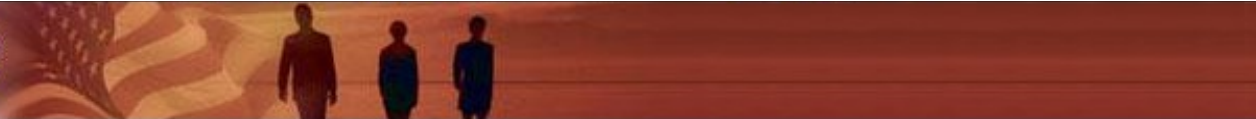
IF you are claiming veteran's preference, you will be asked to attach documenting paperwork.

IF you do not have electronic copies of these documents - and cannot scan them - call the personnel contact listed on the announcement to ask how to proceed.





For ALL Applicants Applying on the Internet



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Apply for Job



Vacancy Announcement Number: R09-024740-01-LD

Intelligence Officer (Liaison)

IA-0132-B04/B05

How did you learn about the opportunities at DIA?

Select the Referral Source and Event Code from the options below, which best describe how you learned of DIA employment opportunities. If your referral source is "Other Sources," please provide details in the "Other Referral Source" field (a free text field).

Referral Details

***Referral Source:**

**On this page,
you'll tell us how
you learned about
us.**





For ALL Applicants Applying on the Internet

THE LAST BUBBLE!

You may “Save as Draft”

OR -

Click “Submit” to send your application to us.

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[Apply for Job](#)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Vacancy Announcement Number: R09-024740-01-LD
Intelligence Officer (Liaison) IA-0132-B04/B05

Submit Application Package

ADVISORY NOTE: Selecting “Submit” below constitutes your acknowledgement that the position for which you are applying is in the excepted service and covered by the Defense Civilian Intelligence Personnel System (DCIPS), a pay-banded, pay-for-performance system.

To review your application information, you may:

- Click the SAVE AS DRAFT button below. You will be able to see your entire application online or print it.

OR

- Click the circles on top of the page - or use the PREVIOUS and NEXT buttons on the bottom of each page to navigate and input. Do not use the BACK button on your browser.

When you are completely satisfied with your application, click the SUBMIT button to send it to us. Your application will not be submitted until you SUBMIT it.

Once you submit your application, you will only be able to update your contact information (DIA civilian employees must update their contact information in their eZHR self-service record). If you need to change substantive content, you will have to prepare and submit a new application before the vacancy announcement closing date. We will consider your most recently submitted application.

This application will remain available for you to view for a period of 12 months from the last date you accessed this site.

Would you like to share this application with other agencies? ☐

[Personal Accountability Statement](#)

You may submit only ONE application to any ONE announcement - per day. If you find an error and need to re-submit - you'll have to wait until the next day.



For ALL Applicants Applying on the Internet

When you Save as Draft - you'll next see this screen.

Click OK to review and print your application.

OK

Apply for Job

Save Confirm

Vacancy Announcement Number: R07-017913-01-LD

Intelligence Officer (General Analysis)

Your Application has been Successfully Saved as Draft.

When you click OK, you will be given the opportunity to review and print your application. Be advised that your application will not be considered until you click OK to your application and submit it.

Click here to continue - or to delete this application.

Click here to view your application data.

ate	Position Title	Pay Plan/ Series/Grade			Closing Date	My Application Data	Continue	Delete
	Intelligence Officer (General Analysis)	GG-0132-12/13	RESTON, VIRGINIA	R07-017913-01-LD	06/27/2007	My Application Data	<input type="button" value="Continue"/>	<input type="button" value="Delete"/>
	Staff Officer	GG-0301-12	LANDOVER, MARYLAND	A07-017678-01-VNM	06/22/2007	My Application Data	<input type="button" value="Continue"/>	<input type="button" value="Delete"/>
	Senior Intelligence Officer (Collection Requirements)	GG-0132-14	WASHINGTON, D.C.	PO7-017752-01-AYB	06/19/2007	My Application Data	<input type="button" value="Continue"/>	<input type="button" value="Delete"/>
	Information Technology Specialist (Network)	GG-2210-13	REDSTONE ARSENAL, ALABAMA	I07-MS-017310-01-DEB	05/14/2007	My Application Data	<input type="button" value="Closed"/>	<input type="button" value="Delete"/>



For ALL Applicants Applying on the Internet

Your Draft Application

This is your draft application information. Please note that while you are able to view the information contained in the Applicant Profile section of this application (race, gender, etc.), that information will NOT be provided to individuals responsible for making selection decisions.

Henderson, Judy

Addresses		
Home		
7		
Alexandria	VA	22315
Mailing		

Print Application

NOTE: Output will be e-mailed to you in PDF format for printing and/or saving.

This is your Draft Application. If you push the “Print Application” button, the system will send a copy of the final application to you as an e-mail attachment in PDF

*** Unclassified ***

Susan E Gerhard

APPLICATION DATE: 06/06/2007

VACANCY ANNOUNCEMENT NUMBER: R07-017913-01-LD

Intelligence Officer (General Analysis) GG-0132-12/13

Phone Numbers	
Business 1	

Address

USA

E-mail Address: bkitty@aol.com

Phone Numbers:

EDUCATION

1976 Master's Degree

Home Economics, General
Ohio Univ Athens

1967 Bachelor's Degree

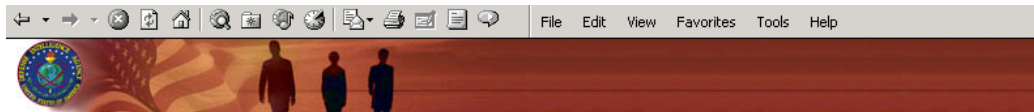
Home Economics, General
Ohio State Univ Columbus

SELF-CERTIFIED LANGUAGES

You'll see similar screens when you push the *Submit* button.



For ALL potential applicants



DIA Applicant Home

Welcome to your DIA Applicant Home Page! Click the links, below, to explore employment opportunities at the Defense Intelligence Agency.



[Take a look at our job postings and hiring events, then apply for jobs!](#)

- You will be able to save applications as drafts - We will maintain a history of all of your submitted applications



[Register with our Job Alerts agent to receive new DIA vacancy announcements](#)

You will tell us the types of jobs that interest you and we will send e-mail alerts to you when those types of jobs are advertised. The job alert criteria that you identify will remain active for 12 months from the last day you modified it.



[View Application Status](#)

If you'll tell us what types of jobs interest you, we'll send an e-mail message to you when jobs that match your criteria are posted!

Click here to tell us what you'd like! You can change your requests at any time!



For ALL Potential Applicants

You can define your Job Alert request by job category, location, keyword, salary, or pay grade.

Be careful - sometimes you can set your parameters TOO closely! You don't want to miss great opportunities.

You may come back at any time and



Job Alerts

This page enables you to create or modify your job alert profile. Select your search criteria below. You can enter multiple job categories and locations. The Job Alert will use all of the items selected below. Once you have made your selections, click the save button and you will be notified by e-mail of any requisitions meeting your specified criteria. You must specify at least one search criteria in order to save your profile.

Please Note: Not all opportunities have a specified salary range. Choosing the minimum salary requirement may restrict opportunities that are available to you.

Job Categories (check all that apply)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Rotational Assignments | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Administrative Professionals | <input type="checkbox"/> Communications & Media Service |
| <input type="checkbox"/> Facilities and Logistics | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Human Capital Mgmt | <input type="checkbox"/> Intell Anal. Coll. Integration |
| <input type="checkbox"/> HUMINT Collection | <input type="checkbox"/> Legal | <input type="checkbox"/> Support | <input type="checkbox"/> Executive Positions |
| <input type="checkbox"/> Security & Investigations | <input type="checkbox"/> Special Programs | <input type="checkbox"/> Acquisition Services | |

Location(s)

Location:

Keyword(s)

Keyword:
e.g. logistics, administration, intelligence, etc.

Additional Criteria

Minimum Salary: Pay Grade: From To



For ALL Applicants

How will you know the status of your application?

We will send an e-mail message to you:

1. When we receive your application.
2. When your application is being referred for further consideration.
3. If we are no longer considering your application
4. If the vacancy announcement is cancelled.



Need Help with the on-line application process? Please contact the eZHR Help Desk at (703) 699-7400 (DSN 312-499-7400).

- **We're available:**

Monday-Friday 7:00 a.m. - 11:00 p.m. ET

Saturday-Sunday 11:00 a.m. - 10:00 p.m. ET

- e-mail (JWICS): eZHR_Help@dia.ic.gov
- e-mail (NIPRNet,internet): diajobs_help@dia.mil
- e-mail (SIPRNET) eZHR_Help@dia.smil.mil